



Natural Resources Conservation Service
One Credit Union Place, Suite 340
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ph: 717-237-2200 fax: 717-237-2238

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Purpose: To provide direction for entering FY 2007 AMA, EQIP, and WHIP applications in Protracts.

Expiration Date: September 30, 2007

New Applications for 2007 – New application must be entered into Protracts within 2 weeks of receipt or existing application that has been deferred can be promoted. Attached help screens are for deferring and promoting contract applications.

Determine what entity (individual, business, etc) the applicant wants to use for planning, contracting and payment. The application and any resulting conservation plans must be in the name of this entity as established in SCIMS. (We have experienced problems with changing participants information during certification and payment which has caused payment delays.)

Requests for assistance on different operations /funding must be on separate applications. For example, do not combine grazing and livestock on the same application.

There is a new numbering system for applications and contracts for 2007. For example, 742D3707-xxx will be a 2007 application or contract number as compared to a 1997 contract number of 742D377-xxx.

Eligibility – Check the eligibility in Protracts and update if necessary. When the applicant is not eligible in Protracts, see if the applicant needs to update their information with FSA. First, try to resolve the problem with the local FSA Office. If you can not solve eligibility problems at the county level, contact the state office immediately. There is a form letter available under the “Manage Letters” function in Protracts that can be used to notify the participant of the requirements to file or update eligibility for program participation.

The same eligibility procedure applies for modifications, payment and certification in existing contracts. Where the participant was eligible when the contract was signed, they may need to update his or her records to remain eligible for the current year. A change of participant at the contract level requires a modification.

Ranking – Do not pre-approve any application until the ranking has been completed.

New forms for 2007 – The new appendixes for all programs are available in Protracts. The new appendix is required to be signed for all 2007 contracts. Existing CCC-1200 remain valid for the 2007 sign-up but all new applications will be on the NRCS-CPA-1200.

Crops Screen – Complete this screen in the application by selecting the one predominant crop type the application is assisting.

United States Department of Agriculture



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Livestock Screen – Complete this screen in the application by selecting the one predominant livestock type the application is assisting.

Estimated Cost - The estimated cost-share/incentive payments shall be entered at time of application.

Acres Treated – These acres should indicate all acres treated not just the foot print of the practice. For CNMP's, it should include the farmstead/barnyard area plus all land where manure will be applied and pastures used by livestock associated with the feeding operation.

It is very important to have correct information in Protracts as it is very easy to analyze at all levels in NRCS. This information is used to evaluate level of success for our programs in Pennsylvania.

If you have any questions contact Rich Shockey (717-237-2217) or Travis Watkins (717-237-2147) in the State Office.

/s/

CRAIG R. DERICKSON
State Conservationist

Attachment: Protracts Defer and Promote a Deferred Application procedure

DIST: AO